



**USAID | ZAMBIA**  
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**Orphans and Vulnerable Children (OVC) Advisor  
Job Announcement No. AID - 010 -14**

**OPEN TO:** All Interested Candidates

**POSITION:** Orphans and Vulnerable Children (OVC) Advisor, FSN-11.

**OPENING DATE:** August 22, 2014

**CLOSING DATE:** September 26, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** ZMK 290,560.80 p.a. (Starting salary). Position Grade: FSN-11.

USAID/Zambia has an immediate opening for an Orphans and Vulnerable Children (OVC) Advisor in the HIV/AIDS Multisectoral Office.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Serve as a lead coordinator and technical expert in the strategic planning and design of OVC and youth activities.

Develop technically sound, cost-effective, practical, and innovative approaches for achieving OVC results.

Work closely with senior and mid-level counterparts in the government ministries dealing with OVC issues; other donors; international non-governmental organizations; civil society organizations; universities and research institutions; the private sector; and other USG agencies involved in providing OVC assistance in Zambia.

**Specific Duties Include:**

Serve as Activity Manager and/or Agreement Officer's Representative (AOR)/Contract Officer's Representative (COR) for assigned OVC programs.

Provide technical advice and direction to grantees and contractors on management and implementation of grants, contracts and/or cooperative agreements to ensure consistency with PEPFAR policies and host country policies and regulations.

Conduct regular site visits and maintain frequent communication with implementing partners to ensure that partners have sound technical and financial work plans in place and implementation is proceeding in accordance with those plans.

Together with the HIV/AIDS Multisectoral team, prepare the PEPFAR annual Country Operational Plan.

Provide regular status reports on progress for all projects under his/her responsibility and prepare the Semi-Annual and Annual Program Results, and other reports that report on OVC issues.

Assist the Monitoring and Evaluation Advisor in analyzing and providing feedback on OVC data and developing scopes of works for evaluations of OVC activities.

Serve as the technical advisor and specialist in OVC to USAID Mission staff, PEPFAR program, and USAID implementing partners.

Organize periodic OVC partner meetings with the ministries that have an OVC mandate to share progress and best practices in the OVC arena.

Recommend and organize site visits for key high level visitors as necessary.

Maintain current OVC files, including all site visit reports, progress meeting reports, and other reports. S/he will update OVC information, including PowerPoint presentations, success stories, site visit reports, data quality sheets and other documents as required.

Maintain financial and expenditure spreadsheets and track all OVC expenditures to ensure compliance with PEPFAR guidelines.

Serve as USAID representative on matters pertaining to OVC at technical, policy and strategic planning meetings, including meetings with the Zambian government, cooperating partners, USG PEPFAR team, and international groups.

Serve as a chair or rotating chair on the inter-agency PEPFAR Zambia Care and Support Technical Working Group (TWG) to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency OVC activities.

Participate with other PEPFAR professionals on committees dealing with OVC issues, communicating needs and issues and ensuring implementation of best practices for OVC programs.

Perform other duties as determined by the HIV/AIDS Multisectoral Team Leader.

### **Terms of Employment**

This is a Foreign Service National (FSN) position based in Lusaka. The incumbent will report to the Senior Care & Support Advisor.

### **Qualifications Required:**

To be considered for this position a candidate must meet the required minimum qualifications listed below. Consideration and selection will be based on panel evaluation of Required Minimum Qualifications, and additionally, interviews and writing samples may be requested.

**A. Education:** The minimum educational requirement is a Master's in Public Health degree, social sciences, or related field of study.

**B. Experience:** A minimum of five years of progressively responsible relevant , professional experience in community-based service provision as well as planning, developing, managing and evaluating HIV/AIDS and OVC activities.

**C. Language Proficiency (level and specialization):** English Level (IV) Fluent both written and spoken is required.

### **APPLYING:**

Qualified candidates should send:

1. A formal letter of application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia>.

### **SUBMIT APPLICATION MATERIALS TO:**

**EXOZambiaHR@usaid.gov** (E-mailed applications required.)

**The email subject heading must read:**

**Application: Orphans and Vulnerable Children (OVC) Advisor, AID-010-14**

**Only short-listed candidates will be contacted.**

